



FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY LIST



September 2015

Prepared by:
Maden Tech Consulting, Inc.
(dba Maden Technologies)
4601 N. Fairfax Drive, Suite 1030
Arlington, Virginia 22203

PRICE LIST
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY PRICE LIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE, AND SERVICES

General Description of the Commodity Offered

Maden Tech Consulting, Inc. (Maden Technologies) is a high technology, professional services firm sharply focused on delivering excellence and value. Founded in 1986, Maden Technologies has built an enviable record of low-risk, high-quality client service and carefully managed growth. In the process, Maden Technologies has earned recognition and an impeccable reputation with clients and peers.

Maden Tech offers the following Special Item Numbers, FSC/FPDS Class(es), and Category Codes.

Special Item No. 132-51 Information Technology Professional Services

SIN 132-51- Information Technology Professional Services

FPDSClassD301	Resources and Facilities Management
FPDSClass0302	Database Planning and Design
FPDS Class D306	Systems Analysis and Design
FPDS Class D307	Network Services
FPDSClass D308-1	Programming
FPDS Class D311	Conversion and Implementation Support
FPDSClassD316	Network Services Project Management
FPDS Class D317-1	Data/Records Management
FPDSClass D317-2	Subscription/Publications includes CD-ROM and Magnetic Media for Technology Assessment and Acquisition Subscription CD-ROM Publications and Other Electronic Media

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerers and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

Name of Contractor: Maden Tech Consulting, Inc.
4601 N. Fairfax Drive, Suite 1030
Arlington, VA 22203
(703) 940-3610
<http://www.madentech.com>

Contract Number: GS-35F-4955G

Contract Periods:	Initial Period:	09/30/97 - 09/29/02
	First Option:	09/30/02 - 09/29/07
	Second Option:	09/30/07 - 09/29/12
	Third Option:	09/30/12 - 09/29/17

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! TM, a menu-driven database system. The INTERNET address for GSA Advantage! TM is: <http://www.fss.gsa.gov>.

Maden Tech's ADP Schedule Price List

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Information for Ordering Offices

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT

INFORMATION Contractor's Ordering Address:

Maden Tech Consulting, Inc.
4601 N. Fairfax Drive, Suite 1030
Arlington, VA 22203

ATTN: Shelia C. Parker

Payment Information:

Maden Tech Consulting, Inc.
4601 N. Fairfax Drive, Suite 1030
Arlington, Virginia 22203

ATIN: Accounts Receivable

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

Shelia C. Parker: (703) 940-3627 or Tommy Osborne (703) 940-3610

3. RESERVED

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9:	<u>G</u>	Order/Modification under Federal Schedule
Block 16:		Contractor Establishment Code (DUNS): 161162912
Block 30:		Type of Contractor – Depending on the NAICS Code, Maden Tech may be a Small Disadvantaged Business or a Large Business
(iii) Block 31:		Woman-Owned Small Business – NO
(iv) Block 34:		RESERVED
(v) Block 36:		Contractor's Taxpayer Identification Number (TIN) 54-1323531

4a. CAGE CODE: 77930

5. FOB DESTINATION

6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

N/A. Maden Tech is not proposing SIN(S) requiring a delivery schedule.

- (a) **TIME OF DELIVERY.** The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below. Offerors shall insert in the "Time of Delivery (days ARO)" column in the Schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the contractor's normal commercial practice.

ITEMS OR GROUPS
OF ITEMS (SIN or
Nomenclature)

DELIVERY TIME
(DAYS ARO)

132-51

30

- (b) **EXPEDITED DELIVERY TIMES.** For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when expedited delivery is requested.

ITEMS OR GROUPS OF ITEMS
(SIN or Nomenclature)

EXPEDITED DELIVERY TIME
(HOURS/DAYS ARO)

NOT APPLICABLE

NOT APPLICABLE

- (c) **OVERNIGHT AND 2-DAY DELIVERY TIMES.** Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its price list or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS price list details concerning this service.
- (d) **URGENT REQUIREMENTS.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS

- (a) Prompt Payment: 1% 20 days
- (b) Quantity - NONE
- (c) Dollar Volume - NONE
- (d) Government Educational Institutions - NONE
- (e) Discount for use of Government Commercial Credit Card - NONE

8. PRODUCTION POINTS AND STATEMENT CONCERNING FOREIGN PRODUCED ITEMS

N/A.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

N/A.

10. SMALL REQUIREMENTS

There are no minimum hour requirements.

11a. MAXIMUM ORDER

All dollar amounts are exclusive of any discount for prompt payment.

The maximum dollar value per order will be \$500,000 for all Information Technology Services.

11b. REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125) (SEP1999)

- (a) In accordance with FAR 8-404 before placing an order that exceeds the maximum order threshold, ordering offices shall –
 - (1) Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" Online shopping service;
 - (2) Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
 - (3) After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

(b) Vendors may:

- 1) Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19.);
- 2) Offer the lowest price available under the contract; or
- 3) Decline the order-orders must be returned in accordance with FAR 52.216-19 (SEE C.10).

(c) A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

(d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74 [SEC c.22]

- (1) Accept delivery order for quantities that exceed the maximum order in accordance with FAR 8.404. The order will be placed under the current contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

12 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13 FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATIONS STANDARDS

REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FEPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FEPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATIONS STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407; telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC /service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option years. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity with respect to any one or more delivery orders placed by it under this contract may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4 paragraphs (l) Termination for the ordering activity's convenience and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

The GSA Advantage! is an online, interactive electronic information and ordering system that provides online access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including but not limited to:

- (a) Manufacturer
- (b) Manufacturer's Part Number; and
- (c) Product Categories.

Agencies can browse GSA Advantage! at <http://www.fss.gsa.gov>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order **only if** –

- (1) All applicable acquisition regulation pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g. publicizing (Part 5), competition (Part 6) acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19);
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS

- (a) For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract;
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings, and/or specifications furnished by the contractor.

(b.) The above is not intended to enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and price list and agreed to by GSA.

19 OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the price list outside the 48 contiguous states and the District of Columbia, except as indicated below: N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20 BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21 CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis- Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

If applicable, Section 508, compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.madentech.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order-

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter is a given.

25. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective-

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontract under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proof of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Terms and Conditions Applicable to Information Technology Professional Services (Special Item 132-51) and Electronic Commerce Services (Special Item 132-52) for General Purpose Commercial Information Technology Services

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the Scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical in the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for task which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003). Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take

precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agree to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default or the Termination of Convenience of the Government, clause of this contract.
- b. If the stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing,

accordingly, if-

- {1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage, provided that, if the Contracting Officer decides the facts justify the action, the Contracting Office may receive and act upon the claim submitted at any time before the final payment under this contract.
- c. If a stop-work is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
 - d. If a stop-work is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hours orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE CONTRACTOR

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, incorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing order against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the scheduled contract. Examples of situations which may require restrictions are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-

materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under the contract. For labor-hours orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hours orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor Hour Proposal Requirements – Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provisions:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hours type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by-
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/EC Services offered under Special Item Numbers 132-51 and 132-52. IT/EC. Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

- b. Pricing for all IR/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: Systems Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques, concepts, and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

Functional Responsibility: Guide users in formulating requirements, advises alternative approached, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

ATTACHMENT A
LABOR CATEGORY DESCRIPTIONS

Position Name: Administrative Assistant I

Minimum Education Level Required: High school diploma; AA degree preferred.

Minimum Experience Required: This is the entry level in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects.

Position Name: Administrative Assistant II

Minimum Experience Required: Two years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures, such as time charging, expense reporting and business travel. Under general supervision, may collect and analyze data for assigned projects.

Position Name: Administrative Assistant III

Minimum Experience Required: Five years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures such as time charging, expense reporting and business travel. Under limited supervision, may collect and analyze data for assigned projects. May function in a lead role and provide limited guidance and direction to lower level employees in the job family.

Position Name: Executive Assistant

Minimum Education Level Required: Bachelor's degree in business or a related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of four years, at least one of which shall have been in support of a senior manager or executive.

Functional Responsibility: Under limited supervision, performs a broad range of administrative duties in support of an executive officer of the company. Typically acts as the primary liaison with company-level administrative and support functions such as Finance, Contracts, Human Resources, and Business Development. Carries out special projects and complex assignments, exercises frequent independent judgment, makes administrative decisions, and takes action on behalf of the executive as required. On own initiative handles all correspondence not requiring personal attention of the executive.

Position Name: Business Systems Analyst/Programmer I

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer II

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum two to four years' business programming/analyst experience.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer III

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' business programming/analyst experience.

Functional Responsibility: Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer IV

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum eight years' business programming/analyst experience. **Functional Responsibility:** Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed,

logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language. May provide guidance to lower level employees within the job family or function in a lead role.

Position Name: CAD Designer I

Minimum Education Level Required: Associate's degree in related field, or equivalent experience. **Minimum Experience Required:** Minimum six years' drafting and design experience with one year's experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision, following general instructions and with some discretion performs design preparation, tasks, and projects. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer II

Minimum Education Level Required: Associate's degree in related field, or equivalent experience. **Minimum Experience Required:** Minimum eight years' drafting and design experience with two years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under general supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer III

Minimum Education Level Required: Associate's degree in related field, or equivalent experience. **Minimum Experience Required:** Minimum ten years' drafting and design experience with five years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: Chief Scientist

Minimum Education Level Required: Doctorate degree or an equivalent combination of education and experience.

Minimum Experience Required: Minimum ten years' relevant experience in a government contracting environment. Should have a level of technical or scientific knowledge that is so great as to be recognized as an authority in the profession.

Functional Responsibility: Organizes and reviews technical quality of activities in conjunction with members of the technical team and/or business unit. Assists in developing and screening research and development proposals and monitoring their progress. Supports proposal Red Teams. Assists line managers in identifying and evaluating company technical capabilities. Assists managers in identifying and evaluating key technologies and investment strategies directed toward company growth.

Position Name: Computer Operator I

Minimum Experience Required: Two years' technical training and/or experience.

Minimum Education Level Required: High school diploma.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance and backup. Maintains system logs. Communicates with remote terminal users.

Position Name: Computer Operator II

Minimum Experience Required: Two to four years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator III

Minimum Experience Required: Four to six years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator IV

Minimum Experience Required: Six to eight years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Technician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under direct supervision, tests, troubleshoots, installs, calibrates, repairs,

and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician IV

Minimum Experience Required: Eight to ten years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components. May provide guidance and direction to lower level employees within the job family.

Position Name: Associate Configuration Analyst

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in business administration or related field, or equivalent experience.

Functional Responsibility: Under direct supervision, assists with product design changes to determine the effect on the overall system. Assists with configuration identification by reviewing design for completeness and proper authorization. Assists with audits of technical documentation preparation procedures to verify compliance with job requirements. Follows standard policies and procedures.

Position Name: Configuration Analyst I

Minimum Experience Required: This entry-level professional position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Analyzes proposed product design changes to determine their effects on the overall system. Ensures configuration identification by reviewing designs for completeness and proper authorization. May audit technical documentation preparation procedures to verify compliance with job requirements.

Position Name: Configuration Analyst II

Minimum Experience Required: Two years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for configuration control during product development phases. Ensures configuration identification by reviewing design release documents for completeness, proper authorization, and system updates. Drafts configuration analysis plans to meet requirements. Assists in the development and maintenance of databases.

Position Name: Configuration Analyst III

Minimum Experience Required: Five years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs and establishes configuration management documentation. Authorizes the release of drawings and changes specified by program management or other functional groups. Provides advice and guidance on methods, procedures, and requirements. Participates in special studies or projects as required. May function in a lead role to lower level employees in the same job family.

Position Name: Customer Service/Help Desk Assistant I

Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience.

Functional Responsibility: Under direct supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Assistant II

Minimum Experience Required: Three to five years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Under limited supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines, and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Administrator I

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Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information as to the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator II

Minimum Experience Required: Two to four years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator III

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Supervisor

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum one to two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or junior level Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a supervisor, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager I

Minimum Experience Required: Six to eight years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As manager, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager II

Minimum Experience Required: Eight to ten years' relevant experience preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum four years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a manager, must be knowledgeable of standard office suites, microcomputer workstations and configuration and repair of PCs and peripherals.

Position Name: Database Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities.

Position Name: Database Administrator II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. May develop policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Administrator III**Minimum Experience Required:** Five to seven years' relevant experience.**Minimum Education Level Required:** Bachelor's degree in computer science or engineering. Advanced degree preferred.**Functional Responsibility:** Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.**Position Name: Database Administrator IV****Minimum Experience Required:** Eight to ten years' relevant experience.**Minimum Education Level Required:** Bachelor's degree in computer science or engineering. Advanced degree preferred.**Functional Responsibility:** Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.**Position Name: Database Manager****Minimum Experience Required:** Ten years' relevant experience with a minimum of two years' supervisory experience. Must possess good oral and written communication skills.**Minimum Education Level Required:** Bachelor's degree in computer science or engineering. Advanced degree preferred.**Functional Responsibility:** Directs and coordinates the work activities of a group of database administrators. Establishes and monitors schedules and ensures adherence to established deadlines. Develops policies and procedures pertaining to database management. Has supervisory responsibility for hiring and firing, as well as salary and performance management.**Position Name: Data Communications Engineer I****Minimum Experience Required:** This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.**Minimum Education Level Required:** Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.**Functional Responsibility:** Responsible for the design and operation of data and voice communication systems. Defines, designs, and implements information assurance policies, procedures, and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.**Position Name: Data Communications Engineer II****Minimum Experience Required:** Two to four years' relevant experience.**Minimum Education Level Required:** Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.**Functional Responsibility:** Responsible for the design and operation of moderately complex data and voice communication systems. Defines, designs, and implements information assurance policies,

procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Communications Engineer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design and operation of complex data and voice communication systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Communications Engineer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Advanced degree in computer science or engineering, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the design and operation of highly complex data and voice communication systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Entry Technician I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: None, as this is considered to be a trainee position.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature. Maintains files, records, and chronologies of entry activities.

Position Name: Data Entry Technician II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two to four years' relevant experience. A Bachelor's degree in a related field may be substituted for two years of experience.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature. Maintains files, records, and chronologies of entry activities.

Position Name: Data Entry Technician III

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum five years' relevant experience. A Bachelor's degree in a related field may be substituted for two years of experience.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature.

Maintains files, records, and chronologies of entry activities. May provide guidance to lower level employees in the job family and/or function in a lead role.

Position Name: Defense/Security Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the identification, analysis, and evaluation of defense and military security systems. Assists in the resolution of information requirements problems. Assists in the preparation of briefings and reports.

Position Name: Defense/Security Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Participates in the identification, analysis, and evaluation of defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Master's degree preferred.

Functional Responsibility: Participates in the identification, analysis, and evaluation of moderately complex defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of moderately complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Master's degree preferred.

Functional Responsibility: Participates in the identification, analysis, and evaluation of complex defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Master's degree in a technical field, or Bachelor's degree and relevant experience.

Functional Responsibility: Participates in the identification, analysis, and evaluation of highly complex defense and military security systems. Defines, designs, and implements information

assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of highly complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Department Manager I

Minimum Education Level Required: Bachelor's degree in a related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum ten years' relevant experience plus two years' experience in a supervisory capacity.

Functional Responsibility: Responsible for managing all aspects of a technical department within a major program or facility. Should possess extensive knowledge or be considered to be an expert in one or more technical disciplines. Oversees the department budget, schedule, and compliance with customer requirements. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: Department Manager II

Minimum Education Level Required: Bachelor's degree in related field with advanced degree preferred, or equivalent experience.

Minimum Experience Required: Minimum twelve years' relevant experience plus five years' experience in a supervisory capacity.

Functional Responsibility: Responsible for managing all aspects of a technical department within a major program or facility, or on a corporate level. Should possess extensive knowledge or be considered to be an expert in one or more technical disciplines. Oversees the department budget, schedule, and compliance with customer requirements. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: Desktop Publisher I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Under direct supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications.

Position Name: Desktop Publisher II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two to four years' desktop publishing experience and/or specialized training. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under general supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications. Requires significant knowledge of various types of equipment and software and the ability to conceptualize the desired results.

Position Name: Desktop Publisher III

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum five to seven years' desktop publishing experience and/or specialized training. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under limited supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications. Requires significant knowledge of various types of equipment and software and the ability to conceptualize the desired results. May provide guidance to lower level employees within the job family.

Position Name: Associate Director

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of fifteen years of relevant experience with a minimum of seven years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Assists the Director in the planning and administration of the organization's attainment of current and long-range objectives, which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

Position Name: Director I

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of fifteen years' relevant experience with a minimum of seven years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Responsible for the planning and administration of an organization's attainment of current and long-range objectives, which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

As a member of the company's senior management team, provides input in the development of standard policies, procedures, and practices.

Position Name: Director II

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of seventeen years' relevant experience with a minimum of nine years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Responsible for the planning and administration of an organization's attainment of current and long-range objectives which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

As a member of the company's senior management team, provides input in the development of standard policies, procedures, and practices.

In the absence of the President may function as the acting President or CEO.

Position Name: Drafter I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two years' mechanical drawing on a high school level or equivalent experience.

Functional Responsibility: Under close supervision following detailed instructions and procedures, performs detailing, redrawing, lettering, and tracing of elementary mechanical and electrical drawings. Work is frequently checked.

Position Name: Drafter II

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum two years' detailed drafting experience, preferably in a high tech industry.

Functional Responsibility: Under limited supervision, prepares detailed drawings and complete mechanical or electrical drawings and layouts. Work involves independent judgment to a limited extent with guidance and references generally available.

Position Name: Drafter III

Minimum Education Level Required: Associate's degree in a related field, or equivalent experience.

Minimum Experience Required: Minimum four years' detailed drafting experience, preferably in a high tech industry. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under general supervision, prepares detailed drawings and complete mechanical or electrical drawings and layouts. Work involves independent judgment to a limited extent with guidance and references generally available. May function in a lead role.

Position Name: Electrical Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the design, development, modification, and analysis of devices or systems in the area of electrical engineering.

Position Name: Electrical Engineer II

Minimum Experience Required: Two to four years' electrical engineering experience.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, develops, modifies and evaluates devices or systems within the field of electrical engineering. Diagnoses problems and prepares relevant solutions.

Position Name: Electrical Engineer III

Minimum Experience Required: Five to seven years' electrical engineering experience.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Master's degree preferred.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of a complex nature within the field of electrical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations.

Position Name: Electrical Engineer IV

Minimum Experience Required: Eight to ten years' electrical engineering experience.

Minimum Education Level Required: Master's degree in electrical engineering.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of an advanced nature within the field of electrical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family.

Position Name: Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the design, development, modification, and analysis of devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering.

Position Name: Engineer II

Minimum Experience Required: Two to four years' applicable engineering experience.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions.

Position Name: Engineer III

Minimum Experience Required: Five to seven years' applicable engineering experience.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Master's degree preferred.

Functional Responsibility: Designs, develops, modifies, and evaluates complex devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations.

Position Name: Engineer IV

Minimum Experience Required: Eight to ten years' applicable engineering experience.

Minimum Education Level Required: Master's degree in a relevant engineering discipline.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of an advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family.

Position Name: Engineer V

Minimum Experience Required: Ten to twelve years' applicable engineering experience.

Minimum Education Level Required: Master's degree in a relevant engineering discipline.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of a highly advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family or function in a lead capacity.

Position Name: Engineer VI**Minimum Experience Required:** Fifteen years' applicable engineering experience.**Minimum Education Level Required:** Master's degree. Ph.D. preferred in a relevant engineering discipline.**Functional Responsibility:** Designs, develops, modifies and evaluates devices or systems of a highly advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family or function in a lead capacity.**Position Name: Facilities Assistant I****Minimum Education Level Required:** High school diploma; associate's degree preferred.**Minimum Experience Required:** Minimum two years' relevant work experience. A Bachelor's degree may be substituted for two years of experience.**Functional Responsibility:** Under direct supervision assists with the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Assists with office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be directly responsible for the sorting/distribution of mail and express deliveries.**Position Name: Facilities Assistant II****Minimum Education Level Required:** High school diploma; associate's degree preferred.**Minimum Experience Required:** Minimum five years' relevant work experience. A Bachelor's degree may be substituted for two years of experience.**Functional Responsibility:** Under limited supervision assists with the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Assists with office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be directly responsible for the sorting/distribution of mail and express deliveries.**Position Name: Facilities Administrator I****Minimum Education Level Required:** Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.**Minimum Experience Required:** Minimum of three years' administrative experience, at least half of which should be facilities-related.**Functional Responsibility:** Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a mid-size facility/operation. Coordinates office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail.**Position Name: Facilities Administrator II****Minimum Education Level Required:** Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.**Minimum Experience Required:** Minimum of five years' administrative experience, at least

half of which should be facilities-related.

Functional Responsibility: Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Coordinates office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be involved in the negotiation of leases and subleases.

Position Name: Facilities Manager

Minimum Education Level Required: Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of ten years' administrative experience, at least half of which should be facilities-related. Minimum two years' supervisory experience.

Functional Responsibility: Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers. Coordinates office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. Involved in the negotiation of leases and subleases. Provides direction to lower level staff within the job family.

Position Name: Field Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Assists in conducting integration equipment systems tests. May conduct on-the-job-training as required in support of the aforementioned activities.

Position Name: Field Engineer II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: May act as the company representative at a customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Assists in conducting integration equipment systems tests. May conduct on-the-job training as required in support of the aforementioned activities.

Position Name: Field Engineer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: May act as the company representative at a critical customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Directs, advises, or assists in conducting regular or special integration equipment systems

tests. May conduct on-the-job-training as required in support of the aforementioned activities. May provide guidance to lower level employees in the job family.

Position Name: Senior Field Engineer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or related field. Advanced degree preferred.

Functional Responsibility: May act as the company representative at a critical customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Directs, advises, or assists in conducting regular or special integration equipment systems tests. Prepares special reports and presentations on the aforementioned areas. May conduct on-the-job-training as required in support of the aforementioned activities. May provide guidance to lower level employees in the job family.

Position Name: Field Technician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience. **Functional Responsibility:** Under direct supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs equipment and components.

Position Name: Field Technician II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience. **Functional Responsibility:** Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs equipment and components.

Position Name: Field Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience. **Functional Responsibility:** Under general supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. Conducts tests to evaluate performance and reliability. Performs a wide range of complex activities and operations requiring application of one or more disciplines and procedures such as electrical testing, engineering mathematics, etc. Repairs equipment and components.

Position Name: Field Technician IV

Minimum Experience Required: Eight to ten years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience. **Functional Responsibility:** Under general supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. Conducts tests to evaluate performance and reliability. Performs a wide range of complex activities and operations requiring application of one or more disciplines and procedures such as

electrical testing, engineering mathematics, etc. Repairs equipment and components. May provide direction to lower level employees within the job family.

Position Name: Financial Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts assigned financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance.

Position Name: Financial Analyst II

Minimum Experience Required: Two to four years' relevant experience, preferably in a government and/or commercial contracting environment.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance. May provide specialized financial guidance to management.

Position Name: Financial Analyst III

Minimum Experience Required: Five to seven years' relevant experience, preferably in a government and/or commercial contracting environment.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Advanced degree preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts complex financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance. May provide specialized financial guidance to management. May provide direction to lower level employees within the job family.

Position Name: Financial Analyst IV

Minimum Experience Required: Minimum of seven years' relevant experience, preferably in a government and/or commercial contracting environment

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration; advanced degree preferred.

Functional Responsibility: Conducts complex financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures; identifies trends and prepares special reports to project financial performance. Provides specialized financial guidance to management. May provide direction to lower level employees within the job family.

Position Name: General Office Clerk I**Minimum Education Level Required:** High school diploma.**Minimum Experience Required:** This is the entry-level position in the job family where the employee applies basic fundamentals concepts, practices, and procedures so as to acquire the knowledge and experience to become fully proficient in the duties of the job.**Functional Responsibility:** May be responsible for answering phones, routing messages, light typing, photocopying of documents, taxing of documents, and filing of documents. Performs data entry and other basic clerical skills. Performs work under direct supervision.**Position Name: General Office Clerk II****Minimum Education Level Required:** High school diploma.**Minimum Experience Required:** Minimum of one to two years' general office experience.**Functional Responsibility:** May be responsible for answering phones, routing messages, light typing, photocopying of documents, taxing of documents, and filing of documents. Performs data entry and other basic clerical skills. Performs work under direct supervision.**Position Name: Graphics Illustrator I****Minimum Education Level Required:** High school diploma; associate's degree preferred.**Minimum Experience Required:** This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.**Functional Responsibility:** Under direct supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.**Position Name: Graphics Illustrator II****Minimum Education Level Required:** Associate's degree, or equivalent experience**Minimum Experience Required:** Minimum two to four years' relevant experience. A Bachelor's degree may be substituted for two years of experience.**Functional Responsibility:** Under general supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.**Position Name: Graphics Illustrator III****Minimum Education Level Required:** Associate's degree, or equivalent experience.**Minimum Experience Required:** Minimum five to seven years' relevant experience. A Bachelor's degree may be substituted for two years of experience.**Functional Responsibility:** Under limited supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.**Position Name: Graphics Illustrator IV****Minimum Education Level Required:** Associate's degree, or equivalent experience.**Minimum Experience Required:** Minimum eight to ten years' relevant experience. A Bachelor's degree may be substituted for two years of experience.**Functional Responsibility:** Under limited supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and

brochures. Produces finished artwork from furnished information. May provide guidance to lower level employees within the job family and/or function in a lead role.

Position Name: Hardware Engineer I

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment. May work under the direction of a more experienced individual within the same job family.

Position Name: Hardware Engineer II

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum two to four years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques and models to produce sophisticated equipment. Works under general supervision.

Position Name: Hardware Engineer III

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum five to seven years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques and models to produce sophisticated equipment.

Position Name: Hardware Engineer IV

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum eight to ten years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment.

Position Name: Hardware Engineer V

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum ten years' relevant experience.

Functional Responsibility: Performs at the highest level of technical complexity the design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment.

Position Name: Hardware Engineer VI

Minimum Education Level Required: Advanced degree in a technical discipline or bachelor's degree and equivalent experience.

Minimum Experience Required: Minimum twelve years' relevant experience.

Functional Responsibility: Performs at the highest level of technical complexity the design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment. May provide guidance to lower level employees within the same job family or function in a lead role.

Position Name: Hardware Manager

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum ten years' relevant experience and minimum of two years' supervisory experience.

Functional Responsibility: Directs and coordinates the work activities of a group of hardware engineers. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: LAN Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under direct supervision, assists with the installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator II

Minimum Experience Required: Three to five years' relevant experience.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator III

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator IV

Minimum Experience Required: Two years' experience in LAN administration.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for installation, maintenance, and usage of a program, department, facility, or company's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Assists with evaluation of vendor products for initial acquisition or system enhancements. Trains users on LAN operation. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator V

Minimum Experience Required: Five years' experience in LAN administration.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for design, installation, maintenance, and usage of a program, department, facility, or company's Local Area Network. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Develops LAN security. Evaluates vendor hardware and software for complex networks. Troubleshoots complex LAN problems. May provide guidance to lower level employees within the job family.

Position Name: Logistician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in business or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features, and potential solutions.

Position Name: Logistician II

Minimum Experience Required: Two to four years' relevant experience in the area of acquisition, procurement, and/or logistics.

Minimum Education Level Required: Bachelor's degree in business or related field. Two

years of experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features, and potential solutions.

Position Name: Logistician III

Minimum Experience Required: Five years' relevant experience in acquisition, procurement, or logistics.

Minimum Education Level Required: Bachelor's degree in business or related field. Master's degree preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features, and potential solutions.

Position Name: Logistics Manager

Minimum Experience Required: Ten years' relevant experience in acquisition, procurement, and/or logistical management and minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in business or related field. Master's degree or equivalent experience preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and coordinates the work activities of a staff of professionals engaged in acquisition, procurement, and/or logistical management systems. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Network Engineer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of enterprise networks linking a variety of platforms, operating systems, and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution.

Position Name: Network Engineer/Analyst II

Minimum Experience Required: Three to five years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of enterprise networks linking a variety of platforms, operating systems, network topologies and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and

guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works with minimum supervision.

Position Name: Network Engineer/Analyst III

Minimum Experience Required: Six years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of complex enterprise networks linking a variety of platforms, operating systems, network topologies, and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works independently. May provide guidance to lower level employees within the job family.

Position Name: Network Engineer/Analyst IV

Minimum Experience Required: Eight years' relevant experience.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the design, integration, operation, and management of complex enterprise networks linking a variety of platforms, operating systems, network topologies and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works independently. May function in a lead role or as deputy manager.

Position Name: Network Manager

Minimum Experience Required: Ten years' networking experience and a minimum of two years' supervisory/management experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the network management of a program, facility, or department. Has overall responsibility for the design, integration, operation, and management of multiple networks linking a variety of platforms, systems, topologies, and protocols. Responsible for the hiring and firing, as well as salary and performance management of the network staff. Also considered a technical expert in the field of network management.

Position Name: Network Support Specialist I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: High school diploma with some advanced training in electronics or computer maintenance.

Functional Responsibility: Under direct supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures.

Position Name: Network Support Specialist II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics, computer science, or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, computer science, or related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures.

Position Name: Network Support Specialist III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics, computer science, or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, computer science, or related field, or equivalent experience.

Functional Responsibility: Under limited supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures. May provide guidance to lower level employees within the job family and/or function in a lead role.

Position Name: Office Administrator I

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum five years' directly related, comprehensive administrative experience. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a small to moderate size facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May also support a senior manager with advanced administrative assistance services.

Position Name: Office Administrator II

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum seven years' directly related, comprehensive administrative experience, at least one of which shall have been in a lead or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a moderate size facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May direct the activities of one or more non-exempt administrative support employees. May also

support a senior manager with advanced administrative assistance services.

Position Name: Office Administrator III

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum eight years' directly related, comprehensive administrative experience, at least two of which shall have been in a lead or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a large sized facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May direct the activities of one or more non-exempt administrative support employees. May also support a senior manager with advanced administrative assistance services.

Position Name: Office Manager

Minimum Education Level Required: BA/BS degree in business or related field; a high school diploma and four years' relevant experience may be substituted for a bachelor's degree.

Minimum Experience Required: Minimum of five years' directly related, comprehensive administrative experience, at least one of which shall have been in a lead and/or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Responsible for managing multiple administrative functional areas within an off-site facility. Oversees the operation of various areas, which may include general support, finance and accounting, office facilities, security, purchasing and human resources. Directs the activities of two or more administrative support personnel. May be required to support a senior manager with advanced administrative assistance services.

Position Name: Office Services Manager

Minimum Education Level Required: Bachelor's degree in business or related field; a high school diploma and four years' relevant experience may be substituted for a bachelor's degree.

Minimum Experience Required: Minimum of seven years' directly related, comprehensive administrative experience, at least two of which shall have been in a lead and/or supervisory role.

Functional Responsibility: Responsible for managing multiple administrative functional areas at the corporate headquarters facility. Oversees the operation of various areas, which may include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. Directs the activities of two or more administrative support personnel.

Position Name: Operations Manager I

Minimum Experience Required: Twelve years' program related experience.

Minimum Education Level Required: Advanced degree in engineering or business, or equivalent experience.

Functional Responsibility: Responsible for oversight and coordination of multiple projects and/or programs. Supervises two or more project and/or program managers within the management chain. Supplemental responsibilities will include business development activities, financial performance, leadership, and people management. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Operations Manager II

Minimum Experience Required: Fifteen years' program related experience.

Minimum Education Level Required: Advanced degree in engineering or business, or equivalent experience.

Functional Responsibility: Responsible for oversight and coordination of multiple projects and/or programs. Supervises three or more project and/or program managers within the management chain. Supplemental responsibilities will include business development activities, financial performance, leadership, and people management. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Program Manager I

Minimum Experience Required: Six years' program related experience or prior management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business or engineering or equivalent experience. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing all aspects of programs of moderate risk and complexity and/or may have deputy responsibility for a larger program. May frequently be involved in several programs simultaneously. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary customer contact.

Position Name: Program Manager II

Minimum Experience Required: Ten years' program related experience, with at least five years' functional or prior program management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree in engineering or business. Advanced degree or equivalent experience preferred.

Functional Responsibility: Responsible for managing all aspects of a relatively complex program. May manage fixed price contracts. May be involved in several programs simultaneously. Has responsibility for program growth, marketing, and follow-on business. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary contact with the customer.

Position Name: Programmer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for routine and straightforward computer use. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for moderately complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for highly complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst V

Minimum Experience Required: Ten to twelve years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for highly complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation. May provide guidance and direction to lower level employees within the job family.

Position Name: Project Manager I

Minimum Experience Required: This entry position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing a project of relatively low risk and complexity and/or part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. May have supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Project Manager II

Minimum Experience Required: Eight years' relevant experience, with at least three in a lead or project management role. Must possess good oral and written communication skills and the ability to conduct briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing a project of moderate risk and complexity and/or part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. May have supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Project Manager III

Minimum Experience Required: Twelve years' relevant experience, with at least five in a lead or project management role. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Advanced degree or equivalent experience preferred.

Functional Responsibility: Responsible for managing a project of higher risk and complexity and/or part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Receptionist I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family. Previous experience in a customer service environment is an asset. Must possess excellent oral skills; must speak clearly and distinctly. Use of standard office equipment and/or terminal.

Functional Responsibility: Under direct supervision, greets company visitors and guests. May handle incoming telephone calls and take messages. Directs visitors and callers to proper person or department. May maintain visitor badge controls. Pages persons when necessary. May assist with general clerical duties on an as-needed basis.

Position Name: Receptionist II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: A minimum of two years' general office experience, at least one of which shall have been as a receptionist. Must possess excellent oral skills; must speak clearly and distinctly. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under direct supervision, greets company visitors and guests. May handle incoming telephone calls and take messages. Directs visitors and callers to proper person or department. May maintain visitor badge controls. Pages persons when necessary. May assist with general clerical duties on an as-needed basis.

Position Name: Research Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision, analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques

mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Research Analyst II

Minimum Experience Required: Two to four years' research analyst experience.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Research Analyst III

Minimum Experience Required: Five to seven years' research analyst experience.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Master's degree or equivalent experience preferred.

Functional Responsibility: Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Security Assistant I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures so as to acquire the knowledge and experience to become fully proficient in the duties of the job.

Functional Responsibility: Conducts basic document control and inventory, receives and transmits classified mail, prepares personnel history questionnaires, and escorts visitors as required. Also may assist in meeting preparation and compiling access lists for personnel security database. Assists with maintenance of personnel files.

Position Name: Security Assistant II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum of two years' security experience with a federal contractor. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Fully capable of handling the responsibilities of the Security Assistant I position. In addition monitors computer databases for personnel action and contract requirements. Organizes and maintains security administration files. Prepares and assists with security audits. May assist in the preparation of security manuals/instructions.

Position Name: Security Assistant III

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum of five years' security experience with a federal contractor. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Develops and maintains security procedures for federal classified materials, documents, equipment, and data. Responsible for document control and inventory, physical security, and maintenance of personnel security files. May interface with customer security

representatives and assist in preparation of documents such as SPPS, checklists, and instruction guides.

Position Name: Security Administrator I

Minimum Education Level Required: Bachelor's degree or four years' equivalent experience in government security.

Minimum Experience Required: This is the entry-level professional position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures so as to acquire the knowledge and experience to become proficient in the duties of the position.

Functional Responsibility: Administers routine aspects of DoD or other industrial security program to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. May conduct security briefings and education program. Investigates losses and security violations and recommends corrective action. Assists in revision of policies and procedure manuals. Interfaces with outside agencies.

Position Name: Security Administrator II

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies.

Position Name: Security Administrator III

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Eight years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies.

Position Name: Security Administrator IV

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Ten years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies. May provide direction to lower level employees within the job family.

Position Name: Security Manager I

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of five years' in a DoD or other industrial security program. In-depth knowledge of DoD or other government security regulatory manual. Experience must include supervisory/management experience.

Functional Responsibility: Responsible for the direct supervision/management of the security administration organization and subordinate personnel of a moderate sized program or facility. Manages all aspects of the DoD or other industrial security program to ensure compliance with the government and company security policies and procedures. Reviews and investigates noncompliance issues. Oversees the development and execution of security training programs. Responsible for the employment, training, and discipline of lower-level employees within the job family.

Position Name: Security Manager II

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of eight years' in a DoD or other industrial security program. In-depth knowledge of DoD or other government security regulatory manual. Experience must include supervisor/management experience.

Functional Responsibility: Responsible for the direct supervision/management of the security administration organization and subordinate personnel of a large program or facility. Manages all aspects of the DoD or other industrial security program to ensure compliance with the government and company security policies and procedures. Reviews and investigates noncompliance issues. Oversees the development and execution of security training programs. Responsible for the employment, training, and discipline of lower-level employees within the job family.

Position Name: Assistant Contract Special Security

Officer Minimum Education Level Required: High school diploma.

Minimum Experience Required: Three years as ACSSO or equivalent formal training. Directly related work experience will be given a higher priority and is considered more important than continuing education. Must be proficient with database management systems. Needs extensive knowledge of DIAM-50-3, 50-4, 50-5, the ISM, and the DoD 5200 series Security Directives. Should also have a working knowledge of TEMPEST and TSCM programs. Current TS/S BI required.

Functional Responsibility: Provides administrative assistance to the CSSO and acts as the document control custodian for the facility. Receipts for, logs in, and controls all classified holdings for a large automated facility.

Position Name: Contract Special Security Officer

Minimum Education Level Required: Bachelor's degree desirable. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' experience in the design and operation of a secure contractor facility. Technical background in a combination of TEMPEST, TSCM, computer security, Maden Technologies

OPSEC, and personal and physical security desirable. Knowledge of ISM and DoD 5200 Series Directives is required. Top Secret/SB! is mandatory.

Functional Responsibility: Prepares all facility documentation. Develops billet requirements and requisition documentation. Indoctrination of all eligible employees. Conducts security education for all employees. Document custodian for all holdings. Prepares budget for security operation, facilities, and contract guard service. Manages the security operations staff. Conducts security violation investigations.

Position Name: Software Engineer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical discipline.

Functional Responsibility: Under direct supervision, performs relatively routine analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, performs moderately complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages and/or equipment.

Position Name: Software Engineer/Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, performs complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: Performs highly complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: At the highest level of technical complexity, performs the analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst VI

Minimum Experience Required: Twelve years' relevant experience.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: At the highest level of technical complexity, performs the analysis, design, development, testing and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment. May provide guidance to lower level employees within the same job family.

Position Name: Software Manager

Minimum Experience Required: Ten years' relevant experience and minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of software engineers. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Software Technician I

Minimum Experience Required: One to two years' relevant experience.

Minimum Education Level Required: High school diploma. Associate's degree in a technical field preferred.

Functional Responsibility: Under close supervision, supports software development, enhancement, testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and in performing other technical and documentation tasks.

Position Name: Software Technician II

Minimum Experience Required: Three to five years' relevant experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Under general supervision, supports software development, enhancement, testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and in performing other technical and documentation tasks.

Position Name: Software Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Under minimal supervision, supports software development, enhancement, testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and perform other technical and documentation tasks.

Position Name: Staff Assistant I

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry level in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position. Ability to read, write, and communicate at a level that is somewhat complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical and secretarial functions.

May be responsible for the administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects. Employees within this job family are subject to periodic rotation among headquarters organizations.

Position Name: Staff Assistant II

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of two years in area of administrative support. Ability to read, write, and communicate at a level that is somewhat complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical secretarial functions. May be responsible for the administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects. Employees within this job family are subject to periodic rotation among headquarters organizations.

Position Name: Staff Assistant III

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of four years in area of administrative support. Ability to read, write, and communicate at a level that is more complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical and secretarial functions. May be responsible for the administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under limited supervision may collect and analyze data for

assigned projects. May function in a lead role and provide limited guidance and directions to lower level employees in the job family.

Position Name: Systems Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under direct supervision, assists with the installation, maintenance, and usage of a computer/operating system. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Installs software and troubleshoots user and system problems. Maintains system security.

Position Name: Systems Administrator II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in computer science, electronics, or a related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the installation, maintenance, and usage of a computer/operating system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security.

Position Name: Systems Administrator III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field or equivalent experience. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures, and standards to ensure conformity to the program.

Position Name: Systems Administrator IV

Minimum Experience Required: Six to eight years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures, and standards to ensure conformity to the program. May provide direction to lower level employees within the job family and/or function in a lead role.

Position Name: Systems Administrator V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field. Master's degree or equivalent experience preferred.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures and standards to ensure conformity to the program. May provide direction to lower level employees within the job family and/or function in a lead role.

Position Name: Systems Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, policies, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary studies. Assists in preparation of systems specifications. Prepares basic functional process charts and routine flow charts of basic systems.

Position Name: Systems Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Performs analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them into programmable formats. Gathers information from users for analysis of problem areas and prepares preliminary studies of potential data processing applications and design proposals. Recommends conversion and system implementation plans including user training and orientation.

Position Name: Systems Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines systems objectives and prepares system design specifications to meet user requirements. Defines input and output file specifications. Defines controls, conversion procedures, and system implementation plans including user training and orientation. May provide guidance to lower level employees within the job family.

Position Name: Systems Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Advanced degree preferred.

Functional Responsibility: Analyzes and evaluates major system project requirements by reviewing user requirements to define the problem, data availability, report requirements, and system design problems. Defines systems objectives and prepares system design specifications to meet user

requirements. Defines input and output file specifications. Formulates logical statements of user requirements and develops solutions through application of systems and methods engineering techniques. Defines controls, conversion procedures, and system implementation plans including user training and orientation. May provide guidance to lower level employees within the job family.

Position Name: Systems Engineer I

Minimum Experience Required: Entry level no experience required.

Minimum Education Level Required: Bachelor's Degree in Computer Science, Engineering, Mathematics or relevant technical discipline. Two years experience may be substituted for 1 year of education.

Functional Responsibility: Performs a variety of basic engineering work in the development of an operable system to include planning, analysis, testing, and deployment capable of meeting requirements within imposed constraints including established customer requirements. Assists with the design and/or analysis of subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Carries out predetermined concepts and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company at subcontractor's plants, customer sites, and other field locations. Acts as an engineering generalist with knowledge in two or more 1 different engineering disciplines. Coordinates with other personnel in solving technical problems, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Prepares analysis of technical data and information resulting from tests, studies, and analyses.

Position Name: Systems Engineer II

Minimum Experience Required: Two to four years of relevant experience.

Minimum Education Level Required: Bachelor's Degree in Computer Science, Engineering, Mathematics or relevant technical discipline.

Functional Responsibility: Performs a variety of engineering work in the development of an operable system to include planning, analysis, testing, and deployment capable of meeting requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Carries out predetermined concepts and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company at subcontractor's plants, customer sites, and other field locations. Acts as an engineering generalist with knowledge in two or more different engineering disciplines. Plans, directs, coordinates engineering functions involved in the design and development, installation, testing and integration of systems and subsystems. Coordinates with other technical personnel in solving technical problems, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Directs or conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Serves as the customer interface and organizational consultant on engineering issues requiring technical guidance, redirection or resolution. Prepares analysis of technical data and information resulting from tests, studies, and analyses.

Position Name: Systems Engineer III

Minimum Experience Required: Minimum of five to seven years of relevant experience.

Minimum Education Level Required: Bachelor's Degree in Computer Science, Engineering, Mathematics or relevant technical discipline.

Functional Responsibility: Plans, leads , and directs a variety of engineering work in the development of an operable system to include planning, analysis, testing, and deployment which meet requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Carries out advanced concepts and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company at subcontractor's plants, customer sites, and other field locations. Acts as an engineering generalist with knowledge in several different engineering disciplines. Plans, directs, coordinates engineering functions involved in the design and development, installation, testing and integration of systems and subsystems. Coordinates with other mission and technical personnel in solving technical problems, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Directs or conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Serves as the customer interface and organizational consultant on significant issues requiring technical guidance, redirection or resolution. Prepares analysis of technical data and information resulting from tests, studies, and analyses.

Position Name: Systems Engineer IV

Minimum Experience Required: Minimum of eight to ten years of relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline; advanced degree preferred; or equivalent experience.

Functional Responsibility: Guides, mentors and trains junior staff. Designs, schedules, and oversees a variety of engineering work in the development of an operable system to include planning, analysis, testing, and deployment which meeting requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Performs functional analysis of a system to ensure it meets performance criteria and requirements and to feed the analysis results back to the subsystem development teams. Leads the performance of highly complex engineering assignments involved in the research, design, and development of an overall project comprising a number of equipment systems. Originates engineering plans, ideas, schemes and techniques, as may be required to direct the efforts of assigned personnel to achieve desired results and objectives. Evaluates engineering progress, developments and findings, to assure technical adequacy to meet operational demands and conformance with established standards and practices. Acts as an engineering generalist with knowledge in several different engineering disciplines or an engineering specialist with advanced knowledge of one or more engineering disciplines.

Position Name: Systems Engineer V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Master's Degree in Computer Science, Engineering, Mathematics or relevant technical discipline or equivalent experience . Two years of relevant technical experience or professional certification may be substituted for one year of education.

Functional Responsibility: Plans, directs and performs a variety of advanced engineering work in the development of complex systems to include planning, analysis, testing, and deployment capable of meeting requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Carries out standard and original concepts

and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company or the client at subcontractor's plants, customer sites, and other field locations. Presents briefings at professional societies to advance state of the practice. Acts as an engineering expert with knowledge in several different engineering disciplines. Plans, directs, coordinates engineering functions involved in the design and development, installation, testing and integration of complex systems and subsystems. Coordinates with all relevant personnel in solving technical problems, procedural issues, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Directs or conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Serves as the customer interface and organizational consultant on difficult issues requiring technical guidance, redirection or resolution. Designs, reviews and approves analysis of technical data and information resulting from tests, studies, and analyses. Guides, mentors and trains staff.

Position Name: Systems Engineer VI

Minimum Experience Required: Twelve years of relevant experience.

Minimum Education Level Required: Master's Degree in Computer Science, Engineering, Mathematics or relevant technical discipline. Doctorate or professional certification preferred. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Plans, schedules a variety of simultaneous engineering projects in the development of operable systems to include planning, analysis, testing, and deployment capable of meet requirements within imposed constraints including established customer requirements. Delivers expert advise on the design and/or analysis of systems and subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Solves system of system problems. Designs and develops concepts and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company at subcontractor's plants, customer sites, and other field locations. Represents the customer at technical interchange meetings. Acts as an engineering generalist with knowledge in several different engineering disciplines. Plans, directs, coordinates engineering functions involved in the design and development, installation, testing and integration of systems and subsystems. Coordinates with other personnel inside and outside the organization in solving technical problems, procedural issues, process re-engineering, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Directs or conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Serves as the customer interface and organizational consultant on the most advanced and difficult issues requiring technical guidance, redirection or resolution. Reviews and approves analysis of technical data and information resulting from tests, studies, and analyses. Manages, coaches and mentors engineers and other technical staff.

Position Name: Systems Manager

Minimum Experience Required: Ten years' relevant experience and minimum of two years' supervisory experience.

Minimum Education Level Required: Bachelor's degree in technical field. Master's degree or equivalent experience preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of systems administrators. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Systems Programmer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes simple internal operating system software, including general-purpose packages. Performs simple maintenance and prepares subroutine documentation from detailed specifications. Assists in applying maintenance/system upgrades. Serves as point of contact for resolution of simple internal system software problems.

Position Name: Systems Programmer II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes moderately complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of moderately complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Installs, debugs, and tunes highly complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of highly complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Advanced degree in computer science, or Bachelor's degree and equivalent experience.

Functional Responsibility: Installs, debugs, and tunes highly complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of highly complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance. May provide guidance to lower level employees within the job family.

Position Name: Technical Writer/Editor I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision and following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

Position Name: Technical Writer/Editor II

Minimum Experience Required: Two years' technical writing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

Position Name: Technical Writer/Editor III

Minimum Experience Required: Two to four years' technical writing and editing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Researches, writes, edits, and proofreads technical data for use in documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

Position Name: Technical Writer/Editor IV

Minimum Experience Required: Five to seven years' technical writing and editing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Researches, organizes, writes, edits, and proofreads technical data for major publication projects. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. May provide guidance to lower level employees within the job family or function in a lead role.

Position Name: Telecommunications Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in technical discipline. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Monitors, evaluates, and reports the performance of voice and data telecommunication systems. Establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading. Helps more senior Analysts to establish plans to utilize the latest technologies. Assists with the development of technical specifications for vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Responds to and provides assistance and resolution for telecommunication issues. Contributes to the development of emergency plans to deal with catastrophic events. Generates/updates project documents.

Position Name: Telecommunications Analyst II

Minimum Experience Required: Minimum of two to four years of relevant experience.

Minimum Education Level Required: Bachelor's degree in technical discipline. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitoring, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading. Establishes strategic plans to utilize the latest technologies. Assists with the development of technical specifications for vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Responds to and provides assistance and resolution for telecommunication issues. Contributes to the development of emergency plans to deal with catastrophic events. Generates/updates project documents.

Position Name: Telecommunications Analyst III

Minimum Experience Required: Minimum of five to seven years of relevant experience.

Minimum Education Level Required: Bachelor's degree in technical discipline; Master's degree preferred. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading and leads implementation. Establishes strategic plans to utilize the latest technologies. Develops technical specifications for vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Develops technical standards and interface requirements. Responds to and provides assistance and resolution for telecommunication issues. Installs voice and data communications hardware and software. Develops emergency plans to deal with catastrophic events.

Maintains liaison with outside agencies. Develops and implements procedures and coordinates

procedure manual revisions. Assists in developing technical standards and application interface. Leads and provides technical assistance and resolution for security issues/problems. Generates/updates project documents. Performs telecommunication systems evaluation. As a team leader: plans and organizes projects, directs the project through the different phases, and provides time estimates. May provide direction to lower level employees within the job family.

Position Name: Telecommunications Analyst IV

Minimum Experience Required: Minimum of eight years of relevant experience.

Minimum Education Level Required: Master's degree or equivalent. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading and leads implementation. Establishes strategic plans to utilize the latest technologies. Develops technical specifications for in-dept vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Develops technical standards and interface requirements. Installs voice and data communications hardware and software. Develops emergency plans to deal with catastrophic events. Leads and provides technical assistance and resolution for security issues/problems. May provide direction to lower level employees within the job family.

Position Name: Trainer I

Minimum Experience Required: Minimum of one year of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources, technical studies or related field. Two years of relevant technical experience may be substituted for one year of education.

Functional Responsibility: Familiar with standard concepts, practices, and procedures within a particular field. Assists senior trainers to analyze job and task training requirements as well as learning styles. Under general assistance creates and delivers instructor led and on line training curriculum. Defines measurable objectives, helps develop and deploy relevant and effective synchronous and asynchronous training programs. Applies proven instructional systems design methodologies. Evaluates the effectiveness of training and recommends areas for improvement. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Drafts and finalizes Train the Trainer, self led and interactive training materials appropriate to varied learning styles.

Position Name: Trainer II

Minimum Experience Required: Minimum of two to four years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources technical studies or related field.

Functional Responsibility: Understands standard concepts, practices, and procedures within a particular field. Plans, directs and conducts job and task analysis to develop training requirements. Helps identify learning styles. Creates and delivers instructor led and on line training curriculum. Defines measurable objectives; develops and deploys relevant and effective synchronous and asynchronous training programs. Applies proven instructional systems design

methodologies. Evaluates the effectiveness of training and recommends areas for improvement. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Drafts and finalizes Train the Trainer, self led and interactive training materials appropriate to varied learning styles

Position Name: Trainer III

Minimum Experience Required: Minimum of five years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources technical studies or related field.

Functional Responsibility: Advanced knowledge of standard concepts, practices, and procedures within a particular field. Manages other trainers. Plans, directs and conducts job and task analysis to develop training requirements. Identifies learning styles. Schedules, creates and delivers instructor led and on line training curriculum. Defines measurable objectives; develops and deploys relevant and effective synchronous and asynchronous training programs. Applies proven instructional systems design methodologies. Evaluates the effectiveness of training and recommends areas for improvement. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Drafts, edits and finalizes Train the Trainer, self led and interactive training materials appropriate to varied learning styles.

Position Name: Trainer IV

Minimum Experience Required: Minimum of seven years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources, technical studies or related field. Master's degree preferred.

Functional Responsibility: Mastery of standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment. Leads training organizations. Plans, directs and validates job and task analysis and resultant training requirements. Identifies learning styles. Creates and delivers instructor led and on line training curriculum. Defines measurable objectives; develops and deploys relevant and effective synchronous and asynchronous training programs. Applies proven instructional systems design methodologies. Evaluates the effectiveness of training and improves training results. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Conducts training studies and evaluations. Manages the preparation of Train the Trainer, self led and interactive training materials appropriate to target audience learning styles

ATTACHMENT B

MADEN TECH ADP SCHEDULE PRICELIST

ADP SERVICES SPECIAL ITEM NUMBER 132-51

Category	Code	Labor Category	CY2013	CY2014	CY2015	CY2016	CY2017
1	501011	Administrative Assistant I	\$ 48.75	\$ 50.46	\$ 52.23	\$ 54.06	\$ 55.95
2	501012	Administrative Assistant II	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
3	501013	Administrative Assistant III	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
4	201010	Executive Assistant	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.H
5	202181	Business Systems Analyst Prog. I	\$ 69.99	\$ 72.44	\$ 74.98	\$ 77.60	\$ 80.32
6	202182	Business Systems Analyst Prog. II	\$ 84.92	\$ 87.89	\$ 90.97	\$ 94.15	\$ 97.45
7	202183	Business Systems Analyst Prog. III	\$ 99.92	\$ 103.42	\$ 107.04	\$ 110.79	\$ 114.67
8	202184	Business Systems Analyst Prog. IV	\$ 129.89	\$ 134.44	\$ 139.15	\$ 144.02	\$ 149.06
9	302064	CAD Designer I	\$ 79.96	\$ 82.76	\$ 85.66	\$ 88.66	\$ 91.76
10	202061	CAD Designer 11	\$ 90.96	\$ 94.14	\$ 97.43	\$ 100.84	\$ 104.37
11	202062	CAD Designer 111	\$ 103.92	\$ 107.56	\$ 111.32	\$ 115.22	\$ 119.25
12	202200	Chief Scientist	\$ 219.82	\$ 227.51	\$ 235.47	\$ 243.71	\$ 252.24
13	302011	Computer Operator I	\$ 44.99	\$ 46.56	\$ 48.19	\$ 49.88	\$ 51.63
14	302012	Computer Operator 11	\$ 66.95	\$ 69.29	\$ 71.72	\$ 74.23	\$ 76.83
15	302013	Computer Operator 111	\$ 83.91	\$ 86.85	\$ 89.89	\$ 93.04	\$ 96.30
16	302014	Computer Operator IV	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
17	302021	Computer Technician I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
18	302022	Computer Technician II	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
19	302023	Computer Technician 111	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
20	302024	Computer Technician IV	\$ 117.93	\$ 122.06	\$ 126.33	\$ 130.75	\$ 135.33
21	302031	Associate Configuration Analyst	\$ 66.95	\$ 69.29	\$ 71.72	\$ 74.23	\$ 76.83
22	202031	Configuration Analyst I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
23	202032	Configuration Analyst 11	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
24	202033	Configuration Analyst 111	\$ 128.48	\$ 132.98	\$ 137.63	\$ 142.45	\$ 147.44
25	302211	Customer Service/Help Desk Asst. I	\$ 57.96	\$ 59.99	\$ 62.09	\$ 64.26	\$ 66.51
26	302212	Customer Service/Help Desk Asst. 11	\$ 69.99	\$ 72.44	\$ 74.98	\$ 77.60	\$ 80.32
27	202211	Customer Service/Help Desk Admin. I	\$ 67.41	\$ 69.77	\$ 72.21	\$ 74.74	\$ 77.36
28	202212	Customer Service/Help Desk Admin. II	\$ 84.92	\$ 87.89	\$ 90.97	\$ 94.15	\$ 97.45
29	202213	Customer Service/Help Desk Admin. III	\$ 99.92	\$ 103.42	\$ 107.04	\$ 110.79	\$ 114.67
30	102210	Customer Service/Help Desk Supervisor	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
31	102211	Customer Service/Help Desk Manager I	\$ 115.91	\$ 119.97	\$ 124.17	\$ 128.52	\$ 133.02
32	102212	Customer Service/Help Desk Manager 11	\$ 135.92	\$ 140.68	\$ 145.60	\$ 150.70	\$ 155.97
33	202041	Database Administrator I	\$ 89.91	\$ 93.06	\$ 96.32	\$ 99.69	\$ 103.18
34	202042	Database Administrator 11	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
35	202043	Database Administrator 111	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
36	202044	Database Administrator IV	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
37	102040	Database Manager	\$ 169.90	\$ 175.85	\$ 182.00	\$ 188.37	\$ 194.96
38	202051	Data Communications Engineer I	\$ 82.91	\$ 85.81	\$ 88.81	\$ 91.92	\$ 95.14
39	202052	Data Communications Engineer II	\$ 107.93	\$ 111.71	\$ 115.62	\$ 119.67	\$ 123.86
40	202053	Data Communications Engineer III	\$ 129.89	\$ 134.44	\$ 139.15	\$ 144.02	\$ 149.06
41	202054	Data Communications Engineer IV	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
42	302221	Data Entry Technician I	\$ 49.96	\$ 51.71	\$ 53.52	\$ 55.39	\$ 57.33
43	302222	Data Entry Technician II	\$ 69.99	\$ 72.44	\$ 74.98	\$ 77.60	\$ 80.32
44	302223	Data Entry Technician III	\$ 89.91	\$ 93.06	\$ 96.32	\$ 99.69	\$ 103.18

* Schedule may be modified each year to increase rates.

ATTACHMENT B

MADEN TECH ADP SCHEDULE PRICELIST

ADP SERVICES SPECIAL ITEM NUMBER 132-51

Category	Code	Labor Category	CY2013	CY2014	CY2015	CY2016	CY2017
45	202231	Defense/Security Analyst I	\$ 84.92	\$ 87.89	\$ 90.97	\$ 94.15	\$ 97.45
46	202232	Defense/Security Analyst 11	\$ 99.92	\$ 103.42	\$ 107.04	\$ 110.79	\$ 114.67
47	202233	Defense/Security Analyst 111	\$ 123.92	\$ 128.26	\$ 132.75	\$ 137.40	\$ 142.21
48	202234	Defense/Security Analyst IV	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
49	202235	Defense/Security Analyst V	\$ 177.88	\$ 184.11	\$ 190.55	\$ 197.22	\$ 204.12
50	109031	Department Manager I	\$ 151.92	\$ 157.24	\$ 162.74	\$ 168.44	\$ 174.34
51	109032	Department Manager 11	\$ 195.88	\$ 202.74	\$ 209.84	\$ 217.18	\$ 224.78
52	308011	Desktop Publisher I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
53	308012	Desktop Publisher 11	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
54	308013	Desktop Publisher 111	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
55	109035	Associate Director	\$ 227.84	\$ 235.81	\$ 244.06	\$ 252.60	\$ 261.44
56	109036	Director I	\$ 249.84	\$ 258.58	\$ 267.63	\$ 277.00	\$ 286.70
57	109037	Director II	\$ 279.81	\$ 289.60	\$ 299.74	\$ 310.23	\$ 321.09
58	302061	Drafter I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
59	302062	Drafter II	\$ 66.95	\$ 69.29	\$ 71.72	\$ 74.23	\$ 76.83
60	302063	Drafter III	\$ 79.96	\$ 82.76	\$ 85.66	\$ 88.66	\$ 91.76
61	202241	Electrical Engineer I	\$ 72.58	\$ 75.12	\$ 77.75	\$ 80.47	\$ 83.29
62	202242	Electrical Engineer II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
63	202243	Electrical Engineer III	\$ 129.89	\$ 134.44	\$ 139.15	\$ 144.02	\$ 149.06
64	201244	Electrical Engineer IV	\$ 130.09	\$ 134.64	\$ 139.35	\$ 144.23	\$ 149.28
65	202191	Engineer I	\$ 89.91	\$ 93.06	\$ 96.32	\$ 99.69	\$ 103.18
66	202192	Engineer II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
67	202193	Engineer III	\$ 117.43	\$ 121.54	\$ 125.79	\$ 130.19	\$ 134.75
68	202194	Engineer IV	\$ 130.09	\$ 134.64	\$ 139.35	\$ 144.23	\$ 149.28
69	202195	Engineer V	\$ 146.79	\$ 151.93	\$ 157.25	\$ 162.75	\$ 168.45
70	202196	Engineer VI	\$ 174.72	\$ 180.84	\$ 187.17	\$ 193.72	\$ 200.50
71	501021	Facilities Assistant I	\$ 62.50	\$ 64.69	\$ 66.95	\$ 69.29	\$ 71.72
72	501022	Facilities Assistant II	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
73	201021	Facilities Administrator I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
74	201022	Facilities Administrator II	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
75	101020	Facilities Manager	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
76	202071	Field Engineer I	\$ 79.96	\$ 82.76	\$ 85.66	\$ 88.66	\$ 91.76
77	202072	Field Engineer II	\$ 99.92	\$ 103.42	\$ 107.04	\$ 110.79	\$ 114.67
78	202073	Field Engineer III	\$ 125.89	\$ 130.30	\$ 134.86	\$ 139.58	\$ 144.47
79	202074	Senior Field Engineer IV	\$ 159.89	\$ 165.49	\$ 171.28	\$ 177.27	\$ 183.47
80	302071	Field Technician I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
81	302072	Field Technician 11	\$ 73.96	\$ 76.55	\$ 79.23	\$ 82.00	\$ 84.87
82	302073	Field Technician III	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
83	302074	Field Technician IV	\$ 119.93	\$ 124.13	\$ 128.47	\$ 132.97	\$ 137.62
84	205031	Financial Analyst I	\$ 79.96	\$ 82.76	\$ 85.66	\$ 88.66	\$ 91.76
85	205032	Financial Analyst II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
86	205033	Financial Analyst III	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
87	205034	Financial Analyst IV	\$ 151.18	\$ 156.47	\$ 161.95	\$ 167.62	\$ 173.49
88	501031	General Office Clerk I	\$ 36.97	\$ 38.26	\$ 39.60	\$ 40.99	\$ 42.42

* Schedule may be modified each year to increase rates.

ATTACHMENT B

MADEN TECH ADP SCHEDULE PRICELIST

ADP SERVICES SPECIAL ITEM NUMBER 132-51

Category	Code	Labor Category	CY2013	CY2014	CY2015	CY2016	CY2017
89	501032	General Office Clerk 11	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
90	308021	Graphics Illustrator I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
91	308022	Graphics Illustrator II	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
92	308023	Graphics Illustrator III	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
93	308024	Graphic/Illustrator IV	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
94	202081	Hardware Engineer I	\$ 69.99	\$ 72.44	\$ 74.98	\$ 77.60	\$ 80.32
95	202082	Hardware Engineer 11	\$ 95.93	\$ 99.29	\$ 102.77	\$ 106.37	\$ 110.09
96	202083	Hardware Engineer 111	\$ 119.93	\$ 124.13	\$ 128.47	\$ 132.97	\$ 137.62
97	202084	Hardware Engineer IV	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
98	202085	Hardware Engineer V	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
99	202086	Hardware Engineer VI	\$ 179.87	\$ 186.17	\$ 192.69	\$ 199.43	\$ 206.41
100	102080	Hardware Manager	\$ 183.90	\$ 190.34	\$ 197.00	\$ 203.90	\$ 211.04
101	302091	LAN Administrator I	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
102	302092	LAN Administrator II	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
103	202091	LAN Administrator III	\$ 113.89	\$ 117.88	\$ 122.01	\$ 126.28	\$ 130.70
104	202092	LAN Administrator IV	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
105	202093	LAN Administrator V	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
106	202251	Logistician I	\$ 79.96	\$ 82.76	\$ 85.66	\$ 88.66	\$ 91.76
107	202252	Logistician 11	\$ 99.92	\$ 103.42	\$ 107.04	\$ 110.79	\$ 114.67
108	202253	Logistician 111	\$ 125.89	\$ 130.30	\$ 134.86	\$ 139.58	\$ 144.47
109	102250	Logistics Manager	\$ 145.02	\$ 150.10	\$ 155.35	\$ 160.79	\$ 166.42
110	202101	Network Engineer/Analyst I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
111	202102	Network Engineer/Analyst II	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
112	202103	Network Engineer/Analyst III	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
113	202104	Network Engineer/Analyst IV	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
114	102100	Network Manager	\$ 195.88	\$ 202.74	\$ 209.84	\$ 217.18	\$ 224.78
115	302101	Network Support Specialist I	\$ 83.91	\$ 86.85	\$ 89.89	\$ 93.04	\$ 96.30
116	302102	Network Support Specialist II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
117	302103	Network Support Specialist III	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
118	201041	Office Administrator I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
119	201042	Office Administrator II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
120	201043	Office Administrator 111	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
121	101041	Office Manager	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
122	101042	Office Services Manager	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
123	109033	Operations Manager I	\$ 211.85	\$ 219.26	\$ 226.93	\$ 234.87	\$ 243.09
124	109034	Operations Manager 11	\$ 227.84	\$ 235.81	\$ 244.06	\$ 252.60	\$ 261.44
125	109011	Program Manager I	\$ 148.24	\$ 153.43	\$ 158.80	\$ 164.36	\$ 170.11
126	109012	Program Manager 11	\$ 195.88	\$ 202.74	\$ 209.84	\$ 217.18	\$ 224.78
127	202111	Programmer/Analyst I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
128	202112	Programmer/Analyst II	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
129	202113	Programmer/Analyst III	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
130	201114	Programmer/Analyst IV	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
131	201115	Programmer/Analyst V	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
132	109021	Project Manager I	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91

* Schedule may be modified each year to increase rates.

ATTACHMENT B

MADEN TECH ADP SCHEDULE PRICELIST

ADP SERVICES SPECIAL ITEM NUMBER 132-51

Category	Code	Labor Category	CY2013	CY2014	CY2015	CY2016	CY2017
133	109022	Project Manager 11	\$ 143.65	\$ 148.68	\$ 153.88	\$ 159.27	\$ 164.84
134	109023	Project Manager 111	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
135	501051	Receptionist I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
136	501052	Receptionist 11	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
137	202121	Research Analyst I	\$ 84.92	\$ 87.89	\$ 90.97	\$ 94.15	\$ 97.45
138	202122	Research Analyst II	\$ 119.93	\$ 124.13	\$ 128.47	\$ 132.97	\$ 137.62
139	202123	Research Analyst 111	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
140	501061	Security Assistant I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
141	501062	Security Assistant 11	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
142	501063	Security Assistant 111	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
143	201061	Security Administrator I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
144	201062	Security Administrator 11	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
145	201063	Security Administrator 111	\$ 124.62	\$ 128.98	\$ 133.49	\$ 138.16	\$ 143.00
146	201064	Security Administrator IV	\$ 141.34	\$ 146.29	\$ 151.41	\$ 156.71	\$ 162.19
147		Security Manager I	\$ 113.47	\$ 117.44	\$ 121.55	\$ 125.80	\$ 130.20
148	101062	Security Manager II	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
149	101061	Assistant Contract Special Security Officer	\$ 101.91	\$ 105.48	\$ 109.17	\$ 112.99	\$ 116.94
150	101062	Contract Special Security Officer	\$ 127.89	\$ 132.37	\$ 137.00	\$ 141.80	\$ 146.76
151	202141	Software Engineer/Analyst I	\$ 89.91	\$ 93.06	\$ 96.32	\$ 99.69	\$ 103.18
152	202142	Software Engineer/Analyst II	\$ 105.92	\$ 109.63	\$ 113.47	\$ 117.44	\$ 121.55
153	202143	Software Engineer/Analyst III	\$ 125.89	\$ 130.30	\$ 134.86	\$ 139.58	\$ 144.47
154	202144	Software Engineer/Analyst IV	\$ 148.37	\$ 153.56	\$ 158.93	\$ 164.49	\$ 170.25
155	202145	Software Engineer/Analyst V	\$ 169.90	\$ 175.85	\$ 182.00	\$ 188.37	\$ 194.96
156	202146	Software Engineer/Analyst VI	\$ 177.89	\$ 184.12	\$ 190.56	\$ 197.23	\$ 204.13
157	102140	Software Manager	\$ 209.86	\$ 217.21	\$ 224.81	\$ 232.68	\$ 240.82
158	302131	Software Technician I	\$ 66.95	\$ 69.29	\$ 71.72	\$ 74.23	\$ 76.83
159	302132	Software Technician 11	\$ 83.91	\$ 86.85	\$ 89.89	\$ 93.04	\$ 96.30
160	302133	Software Technician III	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
161	501071	Staff Assistant I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
162	501072	Staff Assistant II	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
163	501073	Staff Assistant III	\$ 97.94	\$ 101.37	\$ 104.92	\$ 108.59	\$ 112.39
164	302151	Systems Administrator I	\$ 55.98	\$ 57.94	\$ 59.97	\$ 62.07	\$ 64.24
165	302152	Systems Administrator II	\$ 74.98	\$ 77.60	\$ 80.32	\$ 83.13	\$ 86.04
166	202151	Systems Administrator III	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
167	202152	Systems Administrator IV	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
168	202153	Systems Administrator V	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
169	202161	Systems Analyst I	\$ 96.95	\$ 100.34	\$ 103.85	\$ 107.48	\$ 111.24
170	202162	Systems Analyst 11	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
171	202163	Systems Analyst III	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
172	202164	Systems Analyst IV	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
173	202301	Systems Engineer I	\$ 97.19	\$ 100.59	\$ 104.11	\$ 107.75	\$ 111.52
174	202302	Systems Engineer 11	\$ 114.03	\$ 118.02	\$ 122.15	\$ 126.43	\$ 130.86
175	202303	Systems Engineer III	\$ 133.72	\$ 138.40	\$ 143.24	\$ 148.25	\$ 153.44
176	202304	Systems Engineer IV	\$ 148.37	\$ 153.56	\$ 158.93	\$ 164.49	\$ 170.25

* Schedule may be modified each year to increase rates.

ATTACHMENT B

MADEN TECH ADP SCHEDULE PRICELIST

ADP SERVICES SPECIAL ITEM NUMBER 132-51

Category	Code	Labor Category	CY2013	CY2014	CY2015	CY2016	CY2017
177	202305	Systems Engineer V	\$ 183.99	\$ 190.43	\$ 197.10	\$ 204.00	\$ 211.14
178	202306	Systems Engineer VI	\$ 215.83	\$ 223.38	\$ 231.20	\$ 239.29	\$ 247.67
179	102150	Systems Manager	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
180	202171	Systems Programmer I	\$ 103.92	\$ 107.56	\$ 111.32	\$ 115.22	\$ 119.25
181	202172	Systems Programmer 11	\$ 123.92	\$ 128.26	\$ 132.75	\$ 137.40	\$ 142.21
182	202173	Systems Programmer 111	\$ 149.90	\$ 155.15	\$ 160.58	\$ 166.20	\$ 172.02
183	202174	Systems Programmer IV	\$ 171.89	\$ 177.91	\$ 184.14	\$ 190.58	\$ 197.25
184	202175	Systems Programmer V	\$ 183.90	\$ 190.34	\$ 197.00	\$ 203.90	\$ 211.04
185	308031	Technical Writer/Editor I	\$ 65.75	\$ 68.05	\$ 70.43	\$ 72.90	\$ 75.45
186	208031	Technical Writer/Editor II	\$ 79.14	\$ 81.91	\$ 84.78	\$ 87.75	\$ 90.82
187	208032	Technical Writer/Editor III	\$ 109.90	\$ 113.75	\$ 117.73	\$ 121.85	\$ 126.11
188	208033	Technical Writer/Editor IV	\$ 128.90	\$ 133.41	\$ 138.08	\$ 142.91	\$ 147.91
189	202291	Telecommunications Analyst I	\$ 80.83	\$ 83.66	\$ 86.59	\$ 89.62	\$ 92.76
190	202292	Telecommunications Analyst II	\$ 94.81	\$ 98.13	\$ 101.56	\$ 105.11	\$ 108.79
191	202293	Telecommunications Analyst III	\$ 111.23	\$ 115.12	\$ 119.15	\$ 123.32	\$ 127.64
192	202294	Telecommunications Analyst IV	\$ 130.46	\$ 135.03	\$ 139.76	\$ 144.65	\$ 149.71
193	206041	Trainer I	\$ 77.13	\$ 79.83	\$ 82.62	\$ 85.51	\$ 88.50
194	206042	Trainer II	\$ 90.49	\$ 93.66	\$ 96.94	\$ 100.33	\$ 103.84
195	206043	Trainer III	\$ 106.14	\$ 109.85	\$ 113.69	\$ 117.67	\$ 121.79
196	202044	Trainer IV	\$ 124.49	\$ 128.85	\$ 133.36	\$ 138.03	\$ 142.86

* Schedule may be modified each year to increase rates.